200 Level – Process Overview Training

Welcome to Financial Management Modernization Initiative (FMMI) Training! In the second phase of your curriculum, you will gain a high level understanding of the core financial processes for each functional area. Please read the instructions below and complete the FMMI 200 Level – Process Overview course(s) assigned to your AgLearn **Learning Plan prior to taking your 300 and 400 Level training.**

The purpose of the 200 Level Process Overview course(s) is to:
- Provide a high-level understanding of the core financial "to-be" processes for each functional area
- Explain the core process flow, sub-processes within the core process, key concepts and conceptual changes to the process, and roles aligned to the process

200 Level Series Overview:

Course Duration:	1.5 - 3 hours per course (varies by course)	
Delivery Method:	Self-paced computer training accessed via AgLearn	
Courses:	FMMI 201 - Integrated Process Overview	FMMI 202 - General Ledger Overview
	FMMI 203 - Periodic Processing Overview	FMMI 204 - Funds Management Overview
	FMMI 205 - Cost Management Overview	FMMI 206 - Accounts Receivable Overview
	FMMI 207 - Purchasing Overview	FMMI 208 - Accounts Payable Overview

FMMI 200 Level courses are required as prerequisites to the additional levels of FMMI training (e.g., 300 - 400 Level courses). Completion of your FMMI training curriculum is required to obtain access to the FMMI system. All FMMI users will take at least one 200 Level course, FMMI 201 - Integrated Process Overview. Your specific required 200 Level courses are determined by your individual FMMI role mapping. Therefore, you will only be assigned those courses needed for the roles you will have within the FMMI system.

If you manually added previous versions of the FMMI 200 Level courses to your Learning Plan, you will still be able to view these in AgLearn. However, you **must** complete the courses with the suffix "-D2" in order to receive credit for taking the required Deployment 2 courses, as these were updated to include the latest process information.

Note: Courses in AgLearn must be launched via **Internet Explorer**. Issues occur when courses are launched via Firefox and other non-IE applications.

How to Test Browser Settings for AgLearn:
Click the following link: http://www.aglearn.usda.gov/versionchecker/testbrowser.htm to test browser settings required for use with AgLearn. All fields should be green. If your browser settings indicate a problem, please correct the problem and retry this test before attempting the 200 Level courses to ensure your computer can process completion of your 200 Level courses.

How to Complete 200 Level Course(s):
1. Log in to your AgLearn account by clicking the following link: http://www.aglearn.usda.gov/

2. Once logged in, click the **Learning** tab to view your individual **Learning Plan**
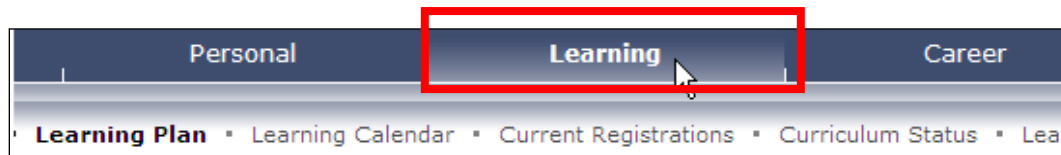
3. Scroll down to the appropriate 200 level course(s). Click the title of the course to see the course description, course length, and learning objectives.
    a. If you do not see any 200 Level courses assigned to you, refer to the **How to Assign Course to Learning Plan** section in this document for instructions on how to add courses to your **Learning Plan**

b. *FMMI 201 – Integrated Process Overview* is a prerequisite for all other 200 Level training, so you must complete that course before you are able to launch the other 200 Level courses
- The **Launch Content** button will not appear for subsequent courses and there will be a note stating **Prerequisites not met** until FMMI 201 is complete

Note: For learners requiring an Accessible version or reviewing courseware with Assistive Technology, an alternate PDF version of this online content is available for users with accessibility needs. A 200 Level – Accessible version of each 200 Level course is available in AgLearn within **Item Summary** under "Related Documents." This is to be used for reference only. Users will only be granted credit if they take the course via the modules in AgLearn. If you have any difficulty completing this course, please send an email to AgLearn.Accessibility@usda.gov.

4. From the **Item Details** screen, click the **Launch Content** button

5. Click the first module of the course (e.g., FMMI 201 Integrated Process Overview Introduction)
   a. The course content will launch in a new window

6. Take the course at your own pace
   a. If you want to view the course in full screen mode, press the **F11** key or select **View → Full Screen** from your browser window

b. If the course is not displaying correctly, check that the computer screen resolution is set to **1024 x 768 pixels**. If you have the appropriate access to modify your settings, instructions on how to adjust your screen resolution are detailed below:

- Right-click on your desktop screen
- Select **Properties** from the menu that appears
- Click the **Settings** tab
- Under Screen Resolution, adjust the resolution meter from "1280 by 800 pixels" to "1024 by 768 pixels"
- Click the **Apply** button
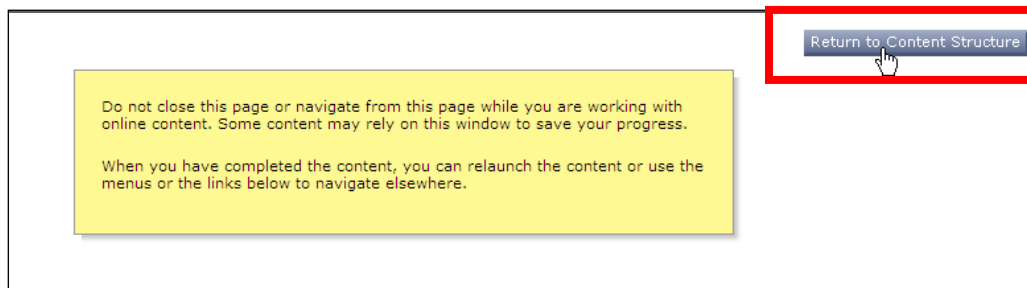- Click the **OK** button

7. Complete the module by clicking the **Next** button to navigate forward through the slides

8. Once you have reached the summary screen, click the **Exit** button to leave the introduction module and return to the course menu
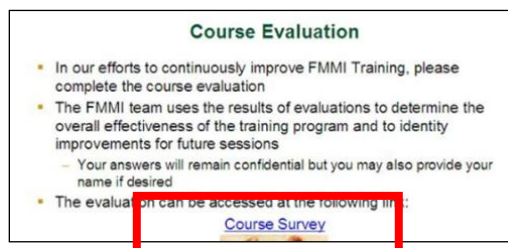

   a. When prompted to confirm you want to exit the module, click the **Yes** button
   b. Click the **Return to Content Structure** button to navigate back to the list of course modules

Do not close this page or navigate from this page while you are working with online content. Some content may rely on this window to save your progress.

When you have completed the content, you can relaunch the content or use the menus or the links below to navigate elsewhere.

   c. The date and time that you completed the section will be listed under **Completion Date**

Online Content Structure		
Content Structure	**Status**	**Completion Date**
📄 FMMI 201 Integrated Process Overview Introduction		6/23/2009 07:36 PM America/New York
📄 Module 1: FMMI Integrated Process Overview		

9. Click the remaining modules to complete the course content. **Again, when you reach the Summary slide, click the Exit button in order for AgLearn to register that you have completed the module. <u>Do not close the window without clicking Exit</u>**.

10. At the end of the last module, you will see a link prompting you take the Course Evaluation. Please take time to provide feedback on the course.

Course Evaluation

- In our efforts to continuously improve FMMI Training, please complete the course evaluation
- The FMMI team uses the results of evaluations to determine the overall effectiveness of the training program and to identify improvements for future sessions
  - Your answers will remain confidential but you may also provide your name if desired
- The evaluation can be accessed at the following link:
  Course Survey

a. Selecting this link will open a new internet window containing the Course Evaluation survey
b. The results of this anonymous survey will be used to improve future FMMI training

11. Click the **Exit** button when you have completed the Summary section

12. All modules listed in the **Content Structure** should have a course completion date and time in the **Completion Date** column

Online Content Structure		
Content Structure	Status	Completion Date
📝 FMMI 201 Integrated Process Overview Introduction		6/23/2009 07:36 PM America/New York
📝 Module 1: FMMI Integrated Process Overview		6/23/2009 07:48 PM America/New York
📝 Module 2: End-to-End Process Example		6/23/2009 07:49 PM America/New York
📝 FMMI 201 Integrated Process Overview Summary		6/23/2009 07:49 PM America/New York

13. Navigate to your **Learning History** to ensure the course is listed with your other completed courses

    Note: If you completed each module and the completion date does not immediately display in the Learning History, you may have to log out of AgLearn and log back in.

14. Click the **Print Completion Certificate** button if you would like a paper-based record of completing the course

| Learning History			
Title	Completion Date ▾	Status	Action
FMMI 201 - Integrated Process Overview	6/23/2009 07:49 PM America/New York	Web Based Complete	Review Online Structure
			Print Completion Certificate

15. Repeat the above process for any additional 200 Level courses listed in your **Learning Plan**

16. For learners who wish to access or download a copy of the course presentation for reference purposes, the 200 level – Accessible version of the courses are available in AgLearn within **Item Summary** under "Related Documents"

How to Assign Course to Learning Plan

If you do not see a 200 Level course in your AgLearn **Learning Plan**, you can search for the course and add it by completing the steps below in AgLearn:

1. Paste one of the following values in the **Search Catalog** field at the top right of the screen and click **Go**
    a. FMMI 201
    b. FMMI 202
    c. FMMI 203
    d. FMMI 204
    e. FMMI 205
    f. FMMI 206
    g. FMMI 207
    h. FMMI 208

: | Search Catalog FMMI 201   Go |

Reports   My Empl
Go
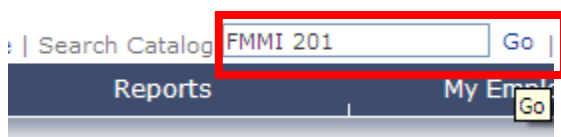
2. When the search results are displayed and you find the correct 200 Level course and click the **Add to Learning Plan** button. You can continue to add your additional required 200 Level courses to your **Learning Plan**.

Note: If you do not recall which 200 Level courses you are required to take, contact your Agency Role/Training Lead. If you do not see the 200 Level courses in your Learning Plan after completing these steps, contact the AgLearn Help Desk at 1-866-633-9394.

For More Information:

If you require special assistance or have training questions, please contact your Agency Role/Training Lead.

Agency	Name	E-mail	Phone Number
RD	Artina Swilley	artina.swilley@wdc.usda.gov	202-401-9701
	Peggy Hernandez	peggy.hernandez@wdc.usda.gov	202-401-9702
FNS	Lisha Dorman	lisha.dorman@fns.usda.gov	703-305-2754
RMA	Amy Gibbs	amy.gibbs@rma.usda.gov	816-926-6387
FSA	Tim Current	tim.current@kcc.usda.gov	816-926-2535
APHIS	Michelle Schmid	michelle.l.schmid@aphis.usda.gov	612-336-3244
AMS	Arlicha Stewart	arlicha.stewart@ams.usda.gov	202-720-4296
GIPSA			

If you need assistance navigating AgLearn during the Registration process or when taking your 200 Level courses, please contact your Agency AgLearn Administrator.